

**California Emergency Management Agency**

Public Safety and Victim Services Programs

3650 SCHRIEVER AVENUE

MATHER, CALIFORNIA 95655

(916) 324-9200

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December 22, 2009

Lee Wagner  
Chief Deputy  
Riverside County Sheriff's Department  
4095 Lemon Street  
Riverside, CA 92501

Re: December 15, 2009 Site Visit of Project – SF08030330

Dear Chief Deputy Wagner:

The following provides a brief overview of the prearranged mandatory site visit conducted recently of the Riverside County Sexual Assault Felony Enforcement (SAFE) Grant Program. Enclosed for your records is a copy of the Cal EMA Performance Assessment/Site Visit Report.

Representing your office during this site visit included Captain Walt Meyer, Task Force Supervisor Ron Garcia, Sergeant Lori Marquette, Administrative Manager Robert Meyers, Administrative Service Officer Sandra A. Becerra, Contracts & Grant Analyst Joann Roberts and Accounting Technician Ellie Ubina.

As Project Director for the SAFE Grant, you will be pleased to note that my interview of Mr. Ron Garcia, who spoke succinctly from the grant's programmatic perspective, and Ms. Sandra A. Becerra, who addressed the fiscal side for your project, were well-informed in regard to their respective areas of oversight.

Each representative expressed a clear understanding of (1) SAFE program objectives; (2) the importance of reporting substantive program data in the quarterly progress reports; (3) tracking grant award funds; and (4) the proper application and submission of California Emergency Management Agency (Cal EMA) Accounting-related forms.

The interview of Mr. Garcia was particularly enlightening. Mr. Garcia spoke candidly about the SAFE program and staff that works the program that he supervises their case load and the team's professional working relationships throughout the county with allied agencies. By all indication, Mr. Garcia's role as Task Force Supervisor is an asset to the county's SAFE Unit success, and its ability to fulfill the Cal EMA SAFE program objectives.

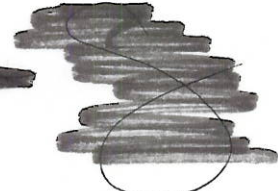

Mr. Lee Wagner  
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Most profound was the apparent commitment demonstrated by the SAFE staff and their efforts to track down registered sex offenders and to ensure the public that sex offenders are in compliance with State laws.

Additionally, Mr. Garcia and Ms. Becerra proved more than responsive advocates for the grant, and fulfilling its legislative intent as outlined in the Request for Application.

In closing, it is my judgment that the Riverside County Sexual Assault Felony Enforcement Block Grant Program is a well administered project, and whose standing is in grant compliance.

Sincerely,



Roman Alvarez  
Criminal Justice Specialist  
Public Safety and Victim Services Division

Enclosure


cc: Ron Garcia, SAFE Task Force Supervisor  
SF08030330 Program Main File

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT


1. GRANT AWARD NUMBER: SF08030330 DATE OF SITE VISIT: December 15, 2009
2. GRANT PERIOD:  
July 1, 2008 to June 30, 2010
3. RECIPIENT/IMPLEMENTING AGENCY:  
County of Riverside/Riverside County Sheriff's Department
4. PROJECT DIRECTOR:  
Chief Deputy Lee Wagner

### PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
Ron Garcia	Task Force Supervisor	Riverside DA Office
Lori Marquette	Sergeant	Riverside SO
Sandra A Becerra	Admin Services Officer	Riverside SO
Joann Roberts	Contracts & Grants Analyst	Riverside SO

  
Signature of Program Specialist

12-23-09  
Date

  
Signature of Section Chief

12/23/09  
Date

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### A. ADMINISTRATIVE REVIEW

#### DOCUMENTS

<u>YES</u>	<u>NO</u>	<u>N/A</u>
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Review hard copy/verify the ability to access on line:

- The Cal EMA Recipient Handbook (R.H.)
- The Approved Grant Award Agreement
- The RFA/RFP (supersedes the requirement of the R.H.)
- The Program Guidelines (supersedes the requirement of the R.H.)
- Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars).

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

#### 1. FIDELTY BOND - COMMUNITY BASED ORGANIZATION (CBO ) & AMERICAN INDIAN ORGANIZATIONS ONLY

- Obtain copy of required CBO bonding? *[R.H. Section 2161]* Does not apply to state, city, or county units of government.
- Does the bond show:
  - Bonding company name
  - Bond number
  - Description of coverage
  - Amount of coverage (50% of allocation)
  - Bond period
  - Grant award number
  - Bond include Form A (Employee Dishonesty) and Form B (Forgery Coverage)?
  - Is Cal EMA named on the bond as the beneficiary?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

#### 2. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions identified?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

#### 3. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). *[R. H. Section 7500] (Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.)*

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: The intent of this site visit was to deal with accounting issues that will require the project to submit a modification to ensure that funds are accounted for and expended by fund source.



## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### A. ADMINISTRATIVE REVIEW (Continued)

#### 4. PERSONNEL POLICIES

- |   | <u>YES</u>                          | <u>NO</u>                | <u>N/A</u>               |
|---|-------------------------------------|--------------------------|--------------------------|
| • Does the project staff have access to written personnel policies as required?<br>[R. H. Section 2130]   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do policies include:  |                                     |                          |                          |
| o Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o A current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152]   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Work hours  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Compensation rates  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Overtime  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Did the Board approve the agency's current personnel policy?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

#### 5. FUNCTIONAL TIMESHEETS

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| • Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years?<br>[R. H. Section 11331] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor?<br>(Review timesheets to ensure they are signed by the staff and supervisor)                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: Not reviewed during this visit.

#### 6. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| • Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Name of individual who approves purchases. <u>Darcelle Smaby, Dept Buyer</u>   |                                     |                          |                          |
| o Name of individual who writes checks. <u>Robert Valinson, Supervising Acct., AP-Vendors</u>  |                                     |                          |                          |
| o Name of individual(s) who signs checks. <u>Robert Byrd, Auditor-Controller</u>   |                                     |                          |                          |

Comments:

#### 7. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

- |  | <u>YES</u>               | <u>NO</u>                | <u>N/A</u>               |
|--|--------------------------|--------------------------|--------------------------|
| • Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the project maintain an accurate inventory log of equipment purchased with grant funds?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: Not reviewed during this visit.

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### 8. PROJECT EXPENDITURES

- |  |                                     |                                     |                          |
|--|-------------------------------------|-------------------------------------|--------------------------|
| • Is the project's expenditure rate commensurate with the elapsed period of the grant?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| • Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)?             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| • Is the project up-to-date with the submission of Cal EMA Form 2-201?                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

Comments: The reason for the site visit was due to the discovery that the project had been charging and receiving reimbursement from one fund source, when in fact they were to account for the funds by fund source, which at the time of visit was 08SAFE, 08LSPA, and 09LSPA funds.

### 9. MATCH REQUIREMENTS

- |  |                          |                          |                                     |
|--|--------------------------|--------------------------|-------------------------------------|
| • Does the project have a match requirement?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Is the project meeting the match requirement?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Review the supporting documentation to substantiate cash or in-kind match. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Comments:

### 10. EEO POLICY

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| • Review and complete EEO checklist. (Separate document) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments:

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### B. PROGRAMMATIC REVIEW

#### GENERAL

YES

NO

N/A

#### 1. PROGRAM GOALS AND OBJECTIVES

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives? ☒ ☐ ☐
- Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives? ☒ ☐ ☐

Comments: A modification will most likely be required to move funds from one category to another in order for the project to reconcile grants funds.

#### 2. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements. ☒ ☐ ☐

Comments:

#### 3. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form? ☒ ☐ ☐
- Review the project's file system and data collection process.

Comments:

#### 4. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement? ☒ ☐ ☐

Comments:

#### 5. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement? ☒ ☐ ☐

Comments:

### C. ADDITIONAL COMMENTS:

NOTES: